

CODE OF STUDENT CONDUCT

The University of Dubai (UD) is keen on securing an intellectual, personal, social, and ethical environment for all its students. Ideally, UD would like all of its students to maintain intellectual honesty, respect for the rights of all individuals, and self-discipline. Besides the Code of Student Conduct is designed to promote this environment at UD and hence, sets forth the standards of conduct expected of students. Students who violate these standards will be subject to disciplinary sanctions and according to established penalties as stated below. This will help UD to protect the university community, and to maintain order and stability on campus.

Exams Code of Conduct

A student whose absence reaches 25% or more does not qualify to take the upcoming exam. Duties of qualifying students inside the exam hall include:

- Students are to enter the exam hall 10 minutes before the start of the exam.
- Students must present their UD Identification Card (or any official/authentic photo ID) when recording attendance for the exam. Those who do not show their photo identification card are not permitted to take the exam.
- Students who arrive late but before the exam's half-time will be allowed to take the exam; however, no extra time will be allowed for late comers. Students are not permitted to enter the exam hall after half-time from the official starting time.
- Students are not allowed to leave the exam hall before the elapse of the exam's half-time.
- Students are not permitted to wear a sun hat (cap) during the exams. Those who refuse to take off their hat will be dismissed from the exam room.
- Prayer during exams is not allowed.
- Students are not permitted to go to the bathroom during the exams unless they can produce a medical report for exceptions.
- All kinds of mobile phones, digital diary & digital dictionary, advanced calculators with text saving options are not allowed in the exam hall.
- Students must leave the notebooks, text books, and class materials outside the exam hall.
- Students must not violate the examination system and must adhere to the instructions received from the invigilators in the exam halls including change of seats.

Any actions such as talking, whispering, looking at other students, or any cheating or attempts to cheat will not be tolerated and will result in sanctions as described in Sanctions and Repeat Offenses.

Student Organizations Code of Conduct

Any violation committed by student organizations, will result in individual or collective sanctions whenever such violations occur on any UD premises or during any off-campus activities. Members are also held responsible whenever they commit violations based on prior consent from officers. In case of any violation, officers are required to take appropriate measures to avoid and prohibit recurrence of similar acts.

Internship Code of Conduct

An intern is expected to act in a professional and ethical manner. Thus, the intern must follow the following code of conduct in order to reflect a good image to the provider:

- Get familiar with and adhere to relevant organizational arrangements, procedures and functions.
- Maintain confidentiality of work-related projects and personnel.
- Dress appropriately for the work setting.
- Do not conduct personal business during work hours (emails, fax, cell phones and internet).
- Demonstrate a spirit of cooperation with their supervisor and other employees.
- Be a team player, fair, considerate, honest, and trustworthy.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
- Be observant – see how people organize their ideas and respond to situations.
- Keep a positive attitude, show confidence and take initiatives.
- Seek feedback from your supervisor, accept suggestions for corrective changes in behavior and attempt to improve performance.
- Accept criticism and take responsibility for work submitted.
- Do not demand immediate assistance from the field supervisor or colleagues as they are very busy people.
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge.
- Respect and appreciate others' opinion, culture, race, religion and ethnicity.

Library Code of Conduct

UD Library serves its community by providing high quality services, collections and a pleasant environment that is conducive to study and research. In order to accomplish this all Library users are requested to refrain from the following activities:

- Mutilation of library materials or files by marking, underlining, removing pages or portions of pages, removing binding or staples, removing security devices, tampering electronically, or in any other way damaging or defacing library materials.
- Deliberately concealing or misfiling library materials in the Library for the exclusive use of an individual or group.
- Refusal to abide by the Library regulations regarding the return of materials and payment of fines and/or penalties. These would include penalties on lost or damaged items, and preventing the patron from using "circulation" services, until penalties are paid, or books returned.
- Any disturbance or behavior which interferes with normal use of the Library. Such inappropriate behavior includes activities that are distracting or disruptive to others.
- Consumption of food or beverages.
- Access to or use of any Library facility, equipment or service without proper permission by authorized persons.
- Damage or defacement of Library equipment.
- Removal or attempted removal of library materials without authorization.
- Violation of the copyright law.
- Violation of the University's IT Code of Conduct when using the Open Learning Resources.
- Failure to observe this Code of Conduct may lead to disciplinary action by the UD Disciplinary Committee.

General Library Rules

- All users entering the library must deactivate/set their mobile phones and pagers on silent mode.
- Library users must produce a valid ID card when borrowing library materials.
- Any personal belongings (i.e books, bags, purses, parcels etc.) are subject to search before leaving the library if the electronic security device is activated.
- Library users are responsible for all personal belongings brought into the library. UD Library will not be held liable for the loss or damage of items belonging to individuals while using the library.
- Library users may not change the configuration of computers or any other equipment in the library for personal preference or personal advantage.
- The University of Dubai's IT Code of Conduct must be observed when using the Open Learning Resources.
- Library users must not damage, mark or deface any library materials or equipment.
- Library users are required to replace lost or damaged item(s) in the collection with a new copy. Users must comply with the provisions of the intellectual property rights.

IT Code of Conduct

All users of any of University of Dubai's IT facilities, whether accessed locally or through any remote link, and the publishing of information in electronic format by students, faculty and staff are governed by the following code:

- Use of any of the IT facilities will be taken as acceptance of, and agreement to, the IT Code of Conduct;
- The scope of the Code includes use of any computing facility (including computers, Work stations and microcomputers, communication networks, peripheral units of any of these and associated software and data), for any purpose;
- No one will, through any willful or deliberate act, modify or change the integrity of computing equipment, communications network, systems software, or other stored information;
- Users must take all reasonable precautions to avoid damage to computing equipment of University of Dubai and to prevent corruption of data on the system. These include taken all appropriate steps to avoid the introduction of any virus type programs or file by any route, including File Transfer Protocol (FTP);
- No smoking, eating or drinking in any room containing computing equipment is allowed;
- Users must NOT misuse the printer by printing unnecessary materials (e.g., web pages, large graphics) or printing multiple copies of documents;
- Users must not use computer facilities for inappropriate purposes. Such uses include, but are not limited to; game playing, chatting using internet, socially unacceptable material, personal advertising, storing non academic material, use of peripherals or computing resources, e.g., printing for private purposes;
- Users must not create, store, exchange, display, print, publicize or circulate offensive or illegal material in any form. This includes blasphemous, abusive, libelous, sexist, racist, and pornographic material. Special attention is drawn to the values that must be observed by established cultural courtesies and practices of the UAE;
- It is the responsibility of the user to ensure that they are sufficiently familiar with the operation

of any equipment they use, such that their use is safe and avoids interference, either directly or indirectly, with its use by others;

- No equipment may be connected, in any way, to the University of Dubai network or other computing facility provided by University of Dubai, without prior agreement of the Computer Center Services Department;
- No equipment or other computing facility provided by University of Dubai may be moved without prior written authorization from the Department of IT Services;
- Users must treat as privileged any information not explicitly available in the public domain.
- Such information must not be copied, modified, disseminated or used in any other way without appropriate permission;
- All data held on University of Dubai computing facilities should be treated as confidential;
- The University of Dubai network systems must not be used for the following purposes:
 - The creation of transmission of any offensive, obscene or indecent images or material;
 - The creation of transmission of material, which is designed or likely to cause annoyance, inconvenience or needless anxiety;
 - The creation of transmission of material that infringes the copyright of another person or organization.

Administrative Procedures

Members of the university community (students, faculty, and staff) witnessing what they believe to be a violation of the code of conduct should file a written report describing the violation to the unit's head (Dean, Dean of Student Services, ...) within three days. The Head will review the report and submit it to the President. A decree is issued by the President on the formation of the Student Investigation Committee (SIC).

Jurisdiction

University disciplinary action for violation of the Code of Student Conduct shall be taken for conduct that takes place in the following areas or situations:

- University controlled property.
- University sponsored activities on UD premises or off-campus.
- Functions of university sponsored organizations or recognized student organizations.

Sanctions and Repeat Offenses

Student violations will be referred to the SIC committee who will in turn recommend the appropriate disciplinary sanctions. These refer to decisions made by university administrators in response to any student action not in compliance with the Code of Student Conduct and thus considered a violation. Sanctions should be proportionate to the nature, severity, regularity of the violation(s). These sanctions may fall in one or more categories as described below. Students with repeat offense receive higher penalties (See Repeat Offenses).

Any evidence related to the violation(s) must be kept with the SIC committee till the release of the SIC report (including mobile phones, cheat sheets, etc). In case a student manages to hide the cheating

instrument, or the invigilator had any doubts about possible violations, then the invigilator has the right to privately frisk the suspected student. This may be done only in the presence of a witness and both have to be of the same gender as the student. For all such cases, the hearings must be held in order to hear from all sides and recommend disciplinary actions if deemed appropriate and according to the outlined UD procedures.

An informal resolution may take place when the violation is minor and can be resolved between the respondent and a university official i.e. faculty member, Dean of Student Services or his/her representative.

Disciplinary Sanctions

a. Warning Letter

In the event the SIC committee or instructor finds that the violation is not of a kind likely to cause harm to another person in the UD community, a confidential warning letter is sent to the respondent declaring the respondent to be in noncompliance with the Code of Student Conduct and demanding that the respondent cease the practice in violation. The complainant shall be notified that the respondent has been warned but no public disclosure shall be made. The complainant shall be advised that the initial decision is strictly confidential.

b. Fail Course

The respondent receives an “F” in a certain course and may be asked not to attend the class anymore. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct. It is also appropriate when the student objects to the invigilator’s instructions during an exam. Further penalties may be imposed if the situation aggravates.

c. Fail Semester

The SIC committee may choose to fail the respondent in all courses currently registered in.

d. Registration Hold

The respondent may not register in any courses or receive any transcripts or access any of his records until s/he clears up the reasons for which he/she received this sanction. This is applicable when there are pending dues for UD property damage on the respondent that were not cleared, or the respondent failed to attend the SIC hearings. Other penalties are applicable in these offenses as well.

e. Suspension

Stop the respondent for a period of time from attending or registering in any courses at UD for one or more regular terms as seen appropriate by the SIC committee. This is appropriate when verbal aggressiveness or similar offenses were committed towards any member of the UD community or intentional damage to UD property or any sort of acts defaming the university.

f. Permanent Expulsion

Terminally stop the respondent from attending any courses or events at UD. This sanction is appropriate if:

- The violation is committed with malice, and is of a kind likely to cause harm to another person in the UD community.
- The respondent has been suspended before.
- In the event the SIC finds that expulsion is appropriate, the respondent shall be permanently expelled from UD.

g. Disciplinary Probation

Disciplinary probation can be assigned to a respondent who previously received a disciplinary warning letter or committed any violation that lead to any of the above sanctions except registration hold. The SIC committee may also recommend the disciplinary probation for any other cases that it considers grave enough to deserve the sanction. When a respondent is on disciplinary probation, s/he shall not represent the University in any capacity (sports teams, competitions, etc.,) nor hold office in the University of Dubai Student Union or any other student organization.

h. Other Sanctions

When deemed appropriate, other “educational sanctions” may be imposed by the SIC in combination with any of the above-listed sanctions. The respondent may be requested to participate in a community service project, attend a seminar, meet with the student counselor, or compile research assignments.

Repeat Offenses

Sanctions listed above are for first offenses. Students with repeated offenses of any kind will receive higher penalties depending on the sanction received earlier and as described below.

- **Warning Letters:** The second warning letter will place the student on disciplinary probation (permanent record) while the third warning letter will lead to a suspension for one semester or permanent expulsion if the SIC deems appropriate.
- **Failing a Course:** There are many academic and non-academic violations that lead to failing a particular class including academic violations (plagiarism, misrepresentation, fabrication, and facilitation of an academic integrity violation) and non-academic violations (classroom misconduct). The second violation of this kind will lead to a suspension for one semester.
- **Failing a semester:** The second time a student receives this sanction will get an additional suspension for one semester. The third time will lead to expulsion.
- **Suspension:** The second suspension will be for two semesters while the third will lead to expulsion.
- **Disciplinary Probation:** The first offense during the disciplinary probation will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violation will lead to expulsion.

Student Misconduct

Student misconduct is classified into two main categories namely, academic and non-academic. Both types of violations are described below. The sanction for each violation is specified underneath. The suspension for more than one regular semester is indicated by repeating the letter “e” as many

semesters as this sanction is imposed. Besides the university sanctions imposed, engaging in any act which also contravenes the laws of the United Arab Emirates will be directed to the appropriate authorities to handle. Repeat offenses receive higher penalties as indicated earlier.

Academic Misconduct

Academic misconduct includes plagiarism, misrepresentation, fabrication, facilitation, and exam cheating. Except for exam cheating and plagiarism, all other academic violations are kept up to the discretion of the instructor whether or not to proceed with the case as a violation of the Code of Student Conduct.

- **Plagiarism:** Plagiarism refers to representing another person’s words or ideas as one’s own in any academic exercise. The UD has zero tolerance towards plagiarism (i.e. any portion of a submitted document that contains plagiarism will lead to the appropriate penalty). Repeat offenses get higher penalties as stated earlier. Copying substantial information word for word from a source (Internet or library resources such as periodicals, books, other student projects ...) without using quotation marks and giving proper acknowledgment/citation will result in terminal dismissal from UD. Paraphrasing (i.e., putting into one’s own words) a source’s text, without providing proper acknowledgment/citation or reproducing (without proper citation) any other form of work of another person will result in failing the course and receiving a Disciplinary Warning.
- **Misrepresentation:** Misrepresentation includes taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected or making multiple uses of the same own work or presenting the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course, without the prior written permission of the instructor(s) involved.
- **Fabrication:** Fabrication refers to falsifying or misusing data in any academic exercise. Sanctions for such offenses include:

Violation	Sanction(s)
Falsifying data collected in the conduct of research; Making up or presenting falsified data in papers, manuscripts, books, or other documents submitted for publication or as course or degree requirements; Making up a source as a citation in an assignment; Falsifying material cited; Attempting to deceive the instructor by altering and resubmitting for additional credit assignments that have been graded and returned;	a, b
Citing a source that the student did not use or does not exist.	a
Falsifying, changing, or misusing academic records or any official university form regarding one-self or others; Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.	d & e
Reporting intentionally a false academic integrity or other violations.	e

- **Facilitation:** Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Sanctions for facilitation include failing the course and a Warning.

• **Exam Misconduct:**

Violation	Sanction(s)
Talking/whispering during exam/Communicating or attempting to communicate answers, hints, or suggestions during an examination; Copying (or attempting to) from someone else's exam; Sharing answers or collaborating on a take-home exam without explicit permission from the instructor; Repeatedly refusing to adhere to the instructions received from the invigilators in the exam halls and thus disturbing the exam room. Repetitive arguing but not aggressive behavior; Unauthorized access to certain computer folders/drives during the exam; Disturbing the exam room with an aggressive behavior/stalking	b & e
Unauthorized use or possession of notes, supplemental notes, or comparable aids (electronic device that contains unauthorized information) during an exam; Arranging for another student to substitute for oneself during an examination session or in the completion of course work.	b & f
Stealing, obtaining, possessing, or providing to another person (directly or through e-mail or Bluetooth or others) an examination or portions of an exam, prior or after administration of the exam, without the authorization of the instructor.	c & f
Attempting to steal, or soliciting an examination or answer key.	ee
Attempting to deceive the instructor by altering and resubmitting for additional credit tests, quizzes, or exams that have been graded and returned; Disturbing the exam room with loud shouting but no aggressive behavior.	b & ee
Refusing to immediately adhere to the instructions received from the invigilators in the exam halls including change of seats.	a, b
Complaining about invigilator.	a

Non-academic Misconduct

Non-academic misconduct includes classroom misconduct, lab misconduct, library misconduct, and other misconducts.

- **Classroom Misconduct:** For any act of class disturbance (use of phone, frequent use of bathroom, internet browsing, playing with electronic devices, talking, laughing, ...), the instructor may, if he sees appropriate, mark the "Disturbance" check box in the SIS and the system will automatically deduct 1% from the student's total final grade. The third disturbance marked will lead to the dismissal of the student from the class with an "F" grade. The case will be automatically referred to the Student Investigation Committee. For any violent or highly irritating forms of disturbance, the instructor may ask the student out of the class but not mark him absent. An immediate investigation of the case should be conducted unless the matter is resolved with the instructor prior to the start of investigation. Cases referred to the Student Investigation Committee will receive the appropriate sanction and as specified by the code of student conduct. Students who come to class without their books will be marked into the SIS which will impose a 1% penalty on the total final grade for each one-day period. This is effective after the second class of the student's enrollment in the course. Sanctions for such offenses include:

Violation	Sanction(s)
Wasting class time arguing with an instructor publicly about absences/warnings/late attendance; Using mobile device in class; Leaving the class repeatedly for any reason; Disturbing the classroom; Eating or drinking in the classroom.	a
Addressing instructor inappropriately.	a, b
Arriving more than 20 minutes late to class.	Absent
Arriving between 10 and 20 minutes late	Late
Stalking/humiliating the instructor or any student in the class.	b & ee

- **Lab & IT Misconduct:** The scope of the code includes use of any computing facility (including computers, workstations and microcomputers, communication networks, peripheral units of any of these and associated software and data), for any purpose. Sanctions for such offenses include:

Violation	Sanction(s)
Damaging computing equipment of University of Dubai.	d & e
Introducing with prior consent any virus type programs or file by any route, including File Transfer Protocol (FTP).	d & ee
Misusing the printer by printing unnecessary materials (e.g., web pages, large graphics) or printing multiple copies of documents; Using computer facilities for inappropriate purposes. Such uses include, but are not limited to; game playing, chatting using Internet, socially unacceptable material, personal advertising, storing non academic material, use of peripherals or computing resources (e.g., printing for private purposes); Operating unsafely on any equipment or interfering either directly or indirectly with others; Eating or drinking in laboratories.	a
Creating, storing, exchanging, displaying, printing, publicizing or circulating offensive, annoying, or illegal material in any form. This includes blasphemous, abusive, libelous, sexist, racist, and pornographic material; Connecting, in any way, to the University of Dubai network or other computing facility provided by University of Dubai, without prior agreement of the IT services Department; Accessing/modifying/copying information not explicitly available in the public domain; Modifying or changing the integrity of computing equipment, communications network, systems software, or other stored information.	e

- **Library Misconduct:** UD Library serves its community by providing high quality services, and a pleasant environment that is conducive to study and research. In order to accomplish this, all Library patrons are requested to refrain from the following activities:

Violation	Sanction(s)
Mutilating Library materials or files by marking, underlining, pages or portions of pages; Removing pages or portions of pages, removing binding or staples, or in any other way damaging or defacing Library materials; Damaging or defacement of Library equipment.	a & d
Tampering with security/electronic devices; Concealing or misfiling deliberately Library materials in the Library for the exclusive use of an individual or group; Disturbing behavior which interferes with normal use of the Library. Such inappropriate behavior includes activities that are distracting or disruptive to others; Consuming of food or beverages; Accessing or using any Library facility, equipment or service without proper permission by authorized persons; Removing or attempting to remove Library materials without authorization; Violating the Copyright Law.	a
Refusing to abide by the Library regulations regarding the return of materials and payment of fines and/or penalties. These would include penalties on lost or damaged items, and preventing the patron from using «circulation» services, until penalties are paid, or books returned.	d

The commitment of any IT related misconduct when using the Open Learning Resources of the library will receive the appropriate sanction as specified earlier.

- **SIC Hearing Misconduct:** Sanctions for such offenses include

Violation	Sanction(s)
Refusing to attend hearings; Lying, refusing to answer questions, or acting rudely during the hearing.	d & e
Humiliating SIC members.	ee
Stalking or threatening SIC members.	f

- **Other Types of Misconduct:** Sanctions for such offenses include

Violation	Sanction(s)
Disrupting or disturbing academic, administrative, social and extra-curricular activities of the university whether on or off campus; Preventing or interfering with the duties and obligations of any student and/or member of staff or any authorized visitor to the university in either an active or passive manner; Smoking in non-designated areas of the university; Annoying (shouting, screaming, irritating actions) other UD students/staff/faculty/visitors.	a
Engaging in verbal and/or non verbal indecent behavior that is offensive to the culture of the institution and to the UAE; Slandering or libeling the name of the university or otherwise bringing the university into disrepute; Engaging in racial harassment of any member from the university or a visitor to the premises.	e

Engaging in sexual harassment of a student or a staff member from the university or a visitor to the premises; Offering bribes (e.g., monetary remuneration, gifts, or favors) to any university representative in exchange for special consideration or waiver of procedures.	ee
Damaging and/or misusing the university and Dubai Chamber of Commerce and Industry property and resources or the property of others including students and staff members, either deliberately or recklessly.	d & e
Threatening or using actual violence against other UD students/staff/ faculty/ visitors.	f

Implementation of Sanctions

Sanctions will be imposed immediately after the SIC's report is submitted to the President. The Chair of SIC may impose sanctions during the hearing process to ensure the safety and wellbeing of members of the university community or the preservation of the university's property. The President issues a decree in that regard. The decree is e-mailed to the student with a copy sent to the SIC committee as well as the Dean of Student Services and the Registrar for appropriate implementation of sanctions. The original letter is also mailed to the student's postal address.

Disciplinary Records

Permanent expulsions are kept on the transcripts. Suspensions are also made permanent since the semester for which the sanction is imposed will appear on the transcripts and indicating the suspension. Disciplinary standing of students (Good or Probation) is displayed on the transcripts below each semester records. A disciplinary probation status is kept throughout the remaining study period. The disciplinary probation status may not be removed from the records except upon a university presidential decree in that regard. Other sanctions shall be removed from the student's disciplinary record (registry files) upon the graduation.

Appeal Procedures

Students may appeal, only once, a decision taken by the Student Investigation Committee (SIC) only if s/he can provide additional information to support his/her case by filling out the "General Petition Form" and submitting it to the Dean of Student Services along with the additional supportive documentation. The student should submit the documents to the Dean of Student Services who will forward them to the UD President. Grounds for appeal include:

- Misapplication or misinterpretation of the rule alleged to have been violated.
- Discovery of substantial new facts which were not available at the time of the hearing.
- Disciplinary sanction imposed is grossly disproportionate to the violation committed; this is applicable only when there is no current policy for the violation.
- Procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.

If deemed appropriate, the UD President will then form a new committee to look again into the case and submit its findings to the President. The student may not appeal the second decision.



STUDENT GRIEVANCE POLICIES AND PROCEDURES

UD provides a formal approach to resolve grievances of students. This formal approach is to be used in any particular case only if the usual informal processes have failed to resolve it. The University of Dubai recognizes the rights of its students to express dissatisfaction or make complaints about processes or services provided by the University.

Final Grade Appeal

Any student who believes that a final grade has been inequitably awarded should first contact the instructor in order to discuss the issue and attempt to resolve the differences. The student may only check his/her answer sheets for the Final exam. The student who is unable to resolve the differences with the instructor has 7 days following the announcement of the grades by the Registrar to file a written appeal with all supporting evidence with the Chair of the instructor's department (thereon called Chair). The student will be asked to fill out the standard "Grade Appeal Form" which may be obtained from the registrar's office. Soft copies may be downloaded from the UD webpage.

Disciplinary Sanction Appeal

Students may appeal, only once, a sanction imposed by the Student Investigation Committee (SIC) only if s/he can provide additional information to support his/her case by filling out the "General Petition Form" and submitting it to the Dean of Student Services along with the additional supportive documentation. The student should submit the documents to the Dean of Student Services who will forward them to the UD President. Grounds for appeal include:

- Misapplication or misinterpretation of the rule alleged to have been violated.
- Discovery of substantial new facts which were not available at the time of the hearing.
- Disciplinary sanction imposed is grossly disproportionate to the violation committed; this is applicable only when there is no current policy for the violation.
- Procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.

If deemed appropriate, the UD President will then form a new committee to look again into the case and submit its findings to the President. The student may not appeal the second decision.

Other Grievances

A student has the right to lodge a complaint against a UD Staff or Faculty if s/he believes that s/he was treated improperly, or with negligence, or unfairly, or against a university policy. In such a case, the Petition should include:

- Specification of the UD policy that the student alleges was violated.
- Summary of the evidence and arguments that the student would present at a hearing.

The "General Petition Form" should be filled and submitted to the Dean of Student Services who will forward the file to the appropriate Department or College for appropriate action. If the case is not resolved, the SIC will be formed by a President's decree to find all facts and raise its findings to the President who will issue a decree in that regard. In all cases, the decision of the President is final and not appealable.